CALHOUN COUNTY POLICIES TABLE OF CONTENTS

(Updated February 2013)

105 – Determination, Amendment, and Applicability of Policies

(Approve April 7, 2011)

II. General Policies – 200

205 - Building and Office Hours

(Approved November 21, 1988)

210 - Facility Use

(Approved May 19, 2011)

225 - Recognition Plaques

(Approved November 21, 1988)

231 - Social Security Number Privacy

(Approved January 5, 2006)

232 - Corporation Counsel, Civil Matters, FOIA Coordinator

(Approved August 18, 2011)

235 - Procedure for Approval of Contracts, Bonds and Other Documents

(Approved September 2, 1993)

236 - Submission of Audits

(Approved November 21, 1988)

237 - Employment of Local Labor

(Approved June 6, 1983)

239 - Claims Against the County

(Approved August 17, 2000)

240 - Administrative Settlement Authority

(Approved June 2, 2011)

241 - Grants

(Approved August 17, 2000)

245 - Program and Service Review

(Approved November 21, 1988)

250 - Per Diems

(Approved December 21, 1981)

255 - Hazardous and Toxic Materials

(Approved November 21, 1988)

260 - Recycling

(Approved October 17, 2002)

265 - Petty Cash

(Approved August 17, 2000)

270 - Enhanced Access to Public Records Act

(Approved August 20, 2009)

275 - Budget

(Approved October 14, 2003)

277 - Capital Improvement Program

(Approved May 20, 2010)

280 - Fund Balance

(Approved March 6, 2003)

285 - General Fiscal

(Approved August 17, 2000)

286 - Anti-Fraud Policy

(Approved April 7, 2011)

290 - Workplace Violence

(Approved July 1, 2004)

291 - Tax Sharing Policy

(Approved May 19, 2011)

III. Personnel – 300

305 - County Temporary/Seasonal Employees

(Approved September 1, 2005)

306 - Job Openings

(Approved January 22, 2009)

307 - Workers' Compensation

(Approved September 1, 2005)

310 - Employee Classification and Compensation

(Approved November 3, 2011)

315 - Equal Employment

(Approved February 19, 2004)

326 - Sexual Harassment

(Approved March 19, 1991)

327 - Controlled Substances/Alcohol Prohibition

(Approved May 7, 1990)

330 - Voluntary Service and Other Employment

(Approved December 21, 1981)

335 - Personnel Payroll

(Approved August 17, 2000)

340 - Employee Benefits (County Non-Union, Department Heads, Appointed/Elected

Officials and Deputies to Elected Officials)

(Approved November 3, 2011)

354 Overnight Travel

(Approved October 18, 2012)

355 - Expense Reimbursement

(Approved October 18, 2012)

361 - Retirement

(Approved October 12, 2004)

365 - Personnel Files

(Approved November 21, 1988)

371 - Family Medical Leave

(Approved June 4, 2009)

373 - Paid Leave Time Subsidy

(Approved April 13, 2004)

374 - Employee Identification

(Approved August 1, 2002)

375 - Military Leave

(Approved February 5, 2004)

IV. Equipment and Supplies – 400

405 - Purchasing

(Approved December 15, 2005)

410 - Affirmative Action

(Approved November 21, 1988)

415 - Use of County-Owned Vehicles

(Approved November 16, 2006)

420 - Return of County Equipment When Leaving Employ of County

(Approved November 21, 1988)

425 - Cellular Telephones

(Approved May 17, 2001)

435 - Internet Access

(Approved March 16, 2000)

440 - Electronic Communications

(Approved March 16, 2000)

445 - County Website Acceptable Use

(Approved December 19, 2002)

V. Road Department - 500

501 - Traffic Control Devices

(Approved November 1, 2012)

502 - Right Of Way Acquisitions Procedures on Federal Aid Routes

(Approved November 1, 2012)

503 - Winter Construction

(Approved November 1, 2012)

504 - Installation of Requested Signs

(Approved November 1, 2012)

505 - Purchasing

(Approved November 1, 2012)

506 - Employee Assistance Program

(Approved November 1, 2012)

507 - Credit Cards and Fuel Cards

(Approved November 1, 2012)

508 - Road Closures for Traffic Emergencies

(Approved November 1, 2012)

509 - Local Road Cost Sharing Program

(Approved November 1, 2012)

510 - Use of Cellular Telephones

(Approved November 1, 2012)

511 - Driveway Culvert Installation Requirements

(Approved November 1, 2012)

512 - Permit Guidelines for Governmental Units

(Approved November 1, 2012)

513 - DOT Substance Abuse

(Approved November 1, 2012)

514 - Proper Installation of Mail and Newspaper Boxes

(Approved November 1, 2012)

515 - Electronic Transactions and Substitute Checks

(Approved November 1, 2012)

516 - Right Of Way

(Approved November 1, 2012)

517 - Traffic Safety Requirements

(Approved November 1, 2012)

518 - Sign Retroreflectivity Inspection

(Approved November 1, 2012)